



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	04-22-2003
Subchapter:	1	Forms	
Issuance:	11.50(S)	CP&P Form 11-50(S), Acknowledgement of Receipt of Notice of Privacy Practices (Spanish Language)	

Click here to view on-line or print out a blank CP&P Form [11-50\(S\)](#), Acknowledgement of Receipt of Notice of Privacy Practices (Spanish Language).

### PURPOSE AND USE

The Acknowledgement of Receipt of Notice of Privacy Practices (Spanish Language), CP&P Form 11-50(S), serves as:

- A written receipt, to document that an individual was given, and signed for, a Notice of Privacy Practices, Spanish Language [Department of Children and Families form number HIPAA 1.A.1(S)];
- Written documentation that a Notice of Privacy Practices (NPP) was mailed to, or left at, a private residence (when providing an NPP in-person was impractical or not possible); and/or
- Written documentation that a Notice of Privacy Practices was offered to a client, direct service provider or other individual but he, she or they refused to sign for it.
- CP&P adult clients, direct service providers, as well as other individuals for whom CP&P receives protected health information (PHI) are asked to sign CP&P Form 11-50(S) to acknowledge that CP&P provided a Notice of Privacy Practices, Spanish Language, HIPAA 1.A.1(S), to them, in compliance with HIPAA requirements.

Note: This form, and its instructions, pertain to CP&P practice, policy and procedures only. Other Divisions, Commissions and Offices within the Department of Children and Families have developed their own forms for use by their respective staffs.

Use this form in conjunction with DCF Form HIPAA 1.A.1(S) when the primary language of the adult client, direct service provider, or other individual for whom CP&P receives protected health information is Spanish.

See complete instructions for CP&P Form [11-50](#).

## **FORM AVAILABILITY**

CP&P Form 11-50(S) is available for viewing on-line, and can be printed from the on-line Forms Manual. It is also stocked at local offices; forms can be ordered from the Forms Unit in the usual manner.

## **DISTRIBUTION**

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| Original  | - | Once signed, file in the health information section of the child's case record, or in the foster/adoptive home record or other file maintained by CP&P, as applicable.  |
| Photocopy | - | File in the health information section of the child's case record, or in the foster home or adoptive home record or other file maintained by CP&P, as applicable (when processing an uncompleted form). Attach to the original, when the original is signed and returned to CP&P. |
| Photocopy | - | Provide to the signer of CP&P Form 11-50(S), upon request - the client, direct service provider or other individual for whom CP&P receives PHI.   |
| Photocopy | - | Provide to the Area Office Contract Administration Unit, responsible for the contract (for Contracted Agency homes).  |
| Photocopy | - | Provided to the Contracted Agency, which oversees the contract foster home.   |